

Topic: Creating an IDP

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What is an Individual development Plan?

An individual development plan, also named an IDP, is a document completed by individual for the plan of self development over an established period, usually one year (short term goals) or more (long term goals). This plan is then reviewed and discussed with the assistance of a Leader or Mentor to match the individual goals with organization's goals. Various options and approaches to achieve the plan are discussed. This plan is reviewed/updated at a minimum annually to track/monitor goal attainment and determine what are the new goals and plans for the next year.

Why is it important to have an IDP?

IDPs can be a win/win strategy because they benefit both the Soldier and the Army as a whole. Soldiers benefit, because implementing an IDP helps he/she enhance their knowledge, skills and experiences and feel ownership over their career. The Army benefits by developing improved Soldier capabilities enhanced communication between first line leader and user. Supports the Soldier's Lifelong Learning and Transition Lifecycle by allowing them to plan, document and track personal and professional development from hire to retire.

Why do you have to create an IDP?

So first let's take a step back and cover the importance and why you need to create an IDP. The Secretary of the Army Memorandum, Army Transition Policy, dated 29 Aug 11, established mandatory use of the IDP. Ensures first term soldiers receive counseling within 30 days of arrival to their first permanent duty station, part of the process is creating an IDP.

Why is the Army changing the way they develop IDP?

Development of a culture of lifelong learning coupled with professional and personal goal setting, tracking and support is mutually beneficial the Army and its Soldiers. Soldiers the assistance of their first line supervisor can set career goals (personal and professional) early in their career to create a positive learning environment and lifelong learning strategy.

How does the ACT help Soldiers develop that IDP?

The Army Career Tracker is a system which allows users to plan and track his/her personal and professional development in concert with their Leader/Mentor. ACT simply provides an easy to use interface with supporting technology which assists the user and supervisor with the creation, approval and tracking of the IDP.

The IDP will provide a cross-functional approach that integrates Soldiers personal and professional development that is focused through the lens of lifelong learning (LLL)

How to add IDP goals?

IDP goals can be populated from Professional development Model Recommendations established by your Career Administrators. The categories include: Assignment, Institutional Training, Structured Self-Development (SSD), Guided Self-Development, and other training resources that are useful. Throughout ACT you will find various portlets 'My Planner', 'My Activities', etc. where hyperlinks direct you to additional recommendations and search capabilities where you can establish goals.

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How to create your IDP in ACT

An Individual Development Plan (IDP) is created by setting long and short-term goals in ACT so they are automatically populated into the “My IDP” portlet.

1. Go to <https://actnow.army.mil>
2. Sign into ACT with your CAC or AKO name and password
3. The first main tab you will see is your “**Soldier**” tab
4. Within your “**Soldier**” tab click the “**My IDP**” subtab at the far right
5. Within the IDP portlet in ACT you can view and edit professional goals, training, and assignment history

Note: If goals are not added within ACT the IDP will be blank

1. Users can see a summary of goals in “**My Activities**”
2. To add new professional goals Click “**My Planner**”
3. Choose the radio button of a recommendation for a goal
4. Select the “**Complete By Date**”
5. Check the box of “**IDP goal**” to add
6. Enter “**Notes**”
7. Click “**Submit**”

How to create a new IDP

1. To create a new IDP you must first
 - a. select a “**Start Date**” for your IDP to set the IDP timeframe
 - b. (You will notice your IDP will include Short Term IDP Goals, Long Term IDP Goals and Institutional Training History)
2. After clicking the “**Start Date**” button
 - a. the “**My IDP**” portlet will refresh
 - b. and display the IDP goals that fall within the saved Start and End Date time frame

Saving your IDP

3. After clicking the “**Save**” button,
 - a. the “**My IDP**” portlet will refresh and display the IDP
 - b. Clicking Save allows you to save the IDP as draft in the event that you need to create some additional goals after discussion with your leader.
 - c. Saving the IDP puts the IDP in a “draft” status

Editing your IDP

4. You can view and edit your IDP goal details by clicking on the hyperlink in the Goal Description column of the table under the “**IDP Goals**” section header
 - a. You can only edit your IDP goals when your IDP is in the DRAFT status
 - b. While your IDP is in draft status you can also “**Delete**”
 - c. Once your IDP is finalized that is no longer an option

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Submitting your IDP

1. After your meeting with your leader,
 - a. you can come back to the IDP and “**Edit**” the IDP
 - b. or “**Finalize**”
2. To submit your IDP for approval,
 - a. click the “**Finalize**” button and a notice will be sent to your Leader that your IDP has been finalized
 - b. You will need to produce print copy for final signature to your leader
3. You can view archived IDPs that have been previously approved by clicking on the pull-down menu bar at the top of the portlet search for the previously approved IDP by its start and end date

Tracking your IDP Goals

1. At any time you can go back to your My Activities to review your IDP goals
2. Or check your IDP goals dashboard
 - a. you can come back to the IDP and “**Edit**” the IDP
 - b. or “**Finalize**”